

	<b>INDIANA DEPARTMENT OF CHILD SERVICES PROBATION SERVICES MANUAL</b>	
	<b>Chapter 1: Services</b>	<b>Effective Date: 9/30/2016</b>
	<b>Section 6: Approving Additional Units in Kidtraks</b>	<b>Version: 1</b>

**PROCEDURE**

**APPROVING ADDITIONAL UNITS IN KIDTRAKS**

Certain services allow for a provider to request additional units be added to an existing referral. In these cases, the Probation Officer will receive an e-mail indicating the request for additional units has been made in Kidtraks. In the e-mail the referral number will be listed. To approve the units, the Probation Officer would go into the youth's Kidtraks case, click on the "Services" page, then click on the referral ID listed in the e-mail notification. There would then be the option to "Review Request" which will give the option to either "approve" or "deny" the request for additional units.

Thursday, July 21, 2016

> Referral Inquiry > Referral Information

Provider Referral Information Action:

Vendor Name: 4TH AND GOAL LLC Status: Approved

Case Name:  [Click to view case information](#) Referral ID:

 Action Required - This referral has pending requests for Additional Units.

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Request Date	Request Status	Created By	Justification	Contact Name	Contact Phone	Contact Email
<a href="#">Review Request</a>	07/21/2016 Open	levijoshua@yahoo.com	The 4th And Goal, LLC team is providing servicing to [redacted]. We believe the services warranted to affect positive progress.	Levi Joshua	219-776-5968	levijoshua@yahoo.com